

CLASS TITLE: CHIEF, LONG-TERM CARE REIMBURSEMENT

Class Code: 02826700

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting in the planning and administration of a highly specialized program area of a highly specialized program area of statewide medical care program for eligible recipients of medical assistance to supervise and direct the activities of this specialized program area; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences for conformance to department policy and objectives.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of the professional and clerical staff engaged in discharging the duties related to a specialized program area of a statewide medical care program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting a superior in the planning and administration of a specialized program area of a statewide medical care program for eligible recipients of medical assistance (under the provision of Title XIX of the Federal Social Security Act and appropriate state statutes) by assisting in such activities as: the development and revision of rules, regulations, procedures, fees and cost standards governing the procurement and payment of medical services and supplies.

To confer with appropriate professional groups such as representatives of long-term care services, etc., for the purpose of effecting common understanding and general acceptance thereon.

To reconcile discrepancies and irregularities as well as continuous or aggravated violations involving charges, rules, regulations, standards or procedures of such a medical care program.

To prepare reimbursement principles for long-term care services based on federal and state regulations, procedures, fees and cost standards for the benefit of professional providers of medical services, to assist them in preparing and submitting cost reports to qualify for payment to the state for medical services and/or supplies.

To review and approve requests for payment of long-term care services provided to eligible recipients of allowable medical assistance.

To participate in programs of orientation, information and consultation designed to acquaint providers of long-term care services, professional consultants, advisory committees and other interested parties with the philosophy, objectives and operation of the Title XIX Medical Assistance Program reimbursement principles for long-term care services.

To assist in the determination of unmet needs in a specialized program area of the medical care program such as long-term care and to make recommendations to establish provisions to fulfill such unmet needs.

To collect various statistical data relative to the payment for long-term care services and prepare reports on the various trends involving such medical care.

To relieve a superior of administrative details relative to the operation of the long-term care area of the medical care program.

To perform program planning and evaluation functions for a specialized area of a statewide medical care program.

To assist in the preparation of the budget for the long-term care area of a statewide medical care program and to participate in the development and maintenance of the long-term care section of the Title XIX state plan.

To participate in departmental budget hearings, testify before legislative committees, appear before community groups and serve as a departmental representative on legislative commissions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state plan for medical assistance long-term care services; a working knowledge of approved principles and practices of public health medical care administration and the ability to apply such knowledge by assisting a superior in the planning and administration of a specialized area of a statewide medical care program; the ability to assist a superior by meeting with members of the medical profession such as long-term care representatives, social service staff and other interested parties for the purpose of explaining the philosophy, objectives and operations of the medical assistance program and to provide consultative services and advice as required; the ability to collect information relative to a medical care program and prepare various trend data for statistical purposes; the ability to relieve a superior of administrative details; the ability to supervise and review the work of a professional and clerical staff; the ability to establish and maintain effective working relationships with professional groups, the community and other public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree from an accredited institution of higher education in the field of Medical Care Administration, Public Health Administration, Business Administration, and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position in the fields of Public Health, Medical Care Administration, Public Administration or Social Work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 4, 1999

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